SOFT SKILL ASSIGNMENT

1. THANK YOU EMAIL FOR JOB OFFER

To

Tops Technologies@ mail.com

Express appreciation

Dear Rakesh,  
  
Thank you for your job offer, please take this email as a formal acceptance.  
  
I'm excited to join tops technologies pvt ltd and can't wait to get started! Please feel free to contact me if you require any additional information from me.  
  
I look forward to working with you and starting ASAP. I'll hand in my resignation this week.  
  
Thanks!

Abhishek Rajput

2. Apology email to client

Dear Vikash Jain,  
  
I would like to sincerely apologize for the poor quality service you received from us at Croma Enterprise pvt ltd. We recognize that we failed to live up to your expectations and understand how frustrated and upset you were.   
  
All of us at Croma Enterprise pvt ltd would like to sincerely apologize for the service you received. In light of your experience, we are making changes to ensure this never happens again.  
  
We hope you will continue to work with us and look forward to hearing from you in due course.   
  
Yours Sincerely,  
Vishal Chavda

3. Event Reminder Email

To

Krunal.k.schlosmann@mail.com

Secure your spot: Managing change in time of crisis on 1 Sep

Dear Krunal,  
  
I'm contacting you to confirm your attendance at our event, 'Managing change in a time of crisis', which takes place on 1 September 2021.  
  
The event has proved to be popular, and places are in demand. To confirm your spot, please respond in writing by replying to this email. Once you have confirmed your attendance, we will provide you with all the details you need for the event.  
  
If we do not hear from you by 1 August 2021, we will assume you are not attending and offer your place to someone else.   
  
Kind regards,  
Dhruv Patil

4. Resignation letter email to HR

Dear HR team,  
  
Please accept this email as my formal resignation from my position as Team Leader at Apna Rasanwala on 12 July 2024.  
  
I've accepted a new role as Sales Manager at Vijay Mamra pvt ltd. They will contact you to request a reference shortly. I would welcome that chance to discuss my leaving date with you and urge you to contact me as soon as you can.  
  
Kindest regards,  
  
Abhishek Rajput

5. Manager introduction email to customer sample

Hi Niraj Patel  
  
I want to introduce our new account manager Aniket Rathod.  
  
They will be taking control of the account from 25 February . They will be in touch shortly to arrange a meeting with you.  
  
We have met and discussed your account, and I have provided a comprehensive handover covering everything. I am 100% confident that they will continue to provide an exceptional level of service.  
  
I have shared your contact details and understand Niraj Patel will be in touch today. Furthermore, I remain at Sperox pvt ltd and can provide any support you require during the handover. Finally, it has been a pleasure working with you, and I wish you well in the future.  
  
Kind regards,  
Abhishek Rajput